

Individual Station Report

Darien

U R B I T R A N **R** E P O R T

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Station Financial Review



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

July 2003

Stakeholder Interview

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

Darien

According to the conversation with the First Selectman, CDOT taking control of the station would be a mistake. He felt strongly that the town can be more responsive to the concerns of the community and rail commuters. He felt strongly that the Town would rather be responsible for solving any immediate problems that occur. He felt it would be better to reshape the lease than to change the relationship entirely. According to their lease, the town provides CDOT with a percentage of their revenues, and is under no obligation to have a reinvestment fund, which is different than most other leases. The town feels this gives it more flexibility with regard to the finances for the station; e.g., they do not have an obligation to use all of the revenues they keep for the station and can use it for other purposes. Another issue raised is that who is responsible for capital projects is not always clear and is more often based upon discussions with CDOT than upon specifics of the lease. This is not perceived as bad, particularly since the town feels that CDOT is generally responsive to capital improvements.

The entire Noroton Heights parking field is leased from CDOT, while selected lots in Darien are town-owned. Thus, annual permits in leased areas can go to out-of-town residents as well as town residents, but Leroy West and Squab Lane at Darien Station are reserved for Darien residents only.

Overall, the lease arrangements run well, even with some unclear definition for maintenance items, such as lightbulb replacement. At Noroton Heights, the Town was unsure who was responsible for cleaning graffiti from the plexiglass, although subsequently they were given the assignment.

Overall, the cost of the stations and parking areas seem to be about a wash for the town, with perhaps a small profit in good years. Because there is no reinvestment fund, the Board of Finance has been asked to keep a small surplus fund for train station operations, but seldom has done so.

Any future agreements should be clearer with regard to maintenance and capital projects such as pavement repairs. The town would like to see a completely new Noroton Heights Station built. Parking is the biggest challenge to the town, and they do have an agreement with the adjacent parking lot owner at Darien Station to purchase his property at some time in the future. With CDOT money, they would consider decking Noroton Heights parking, but they would want to negotiate keeping a portion of resident only parking available. There is a three year wait for permits.

The use of the new parking card system has increased revenues dramatically, and also cut maintenance manpower and costs. The cards are all sold by private vendors, which further cuts down personnel costs.

Customer Opinion Survey

U R B I T R A N **R** E P O R T



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Submitted by

Urbitran Associates, Inc.

Darien

No surveys were distributed because the station was under construction for ADA rehabilitation. Therefore, customer opinions would have been significantly different; they would have reflected the situation prior to the major reconstruction and not the situation expected after the completion of the construction.

Parking Inventory and Utilization

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

Darien

Darien Rail Station was undergoing construction to meet ADA compliance requirements during this inventory. This report provides a profile of the station during the transition period.

Darien has multiple locations for rail commuter parking. A total of 860 parking spaces are available, of which 322 are in the private Koons' Lot (Lot 2) on West Avenue. Lot 2 is for permit parking only and had a utilization rate of 89%.

Lots 1, 3 and 4 are all daily parking (a total of 150 spaces including 5 handicap spaces) and were at capacity. Lots 5 and 6 provide both permit and daily parking. Lot 5 has 119 spaces, of which 97 are permit and 22 are daily. Utilization was 73% of capacity in Lot 5. Lot 6 has 224 spaces with 124 permit spaces and 100 daily spaces. Utilization in Lot 6 was almost 87% of capacity. There are no handicap spaces in either lot. Lot 7 (45 spaces) serves only daily commuters. Lot 7 was at 70% occupancy. Table 15 shows the parking capacity and utilization in detail.

Parking Area Ownership

Lots 1, 3, 4 and 7 are owned by the State of Connecticut. Lots 5 and 6 are municipal lots owned by the City of Darien. Lot 2 is a privately owned lot. The State owns 22.7% of the commuter parking in Darien. Parking lot location and ownership are displayed in Figure 15.

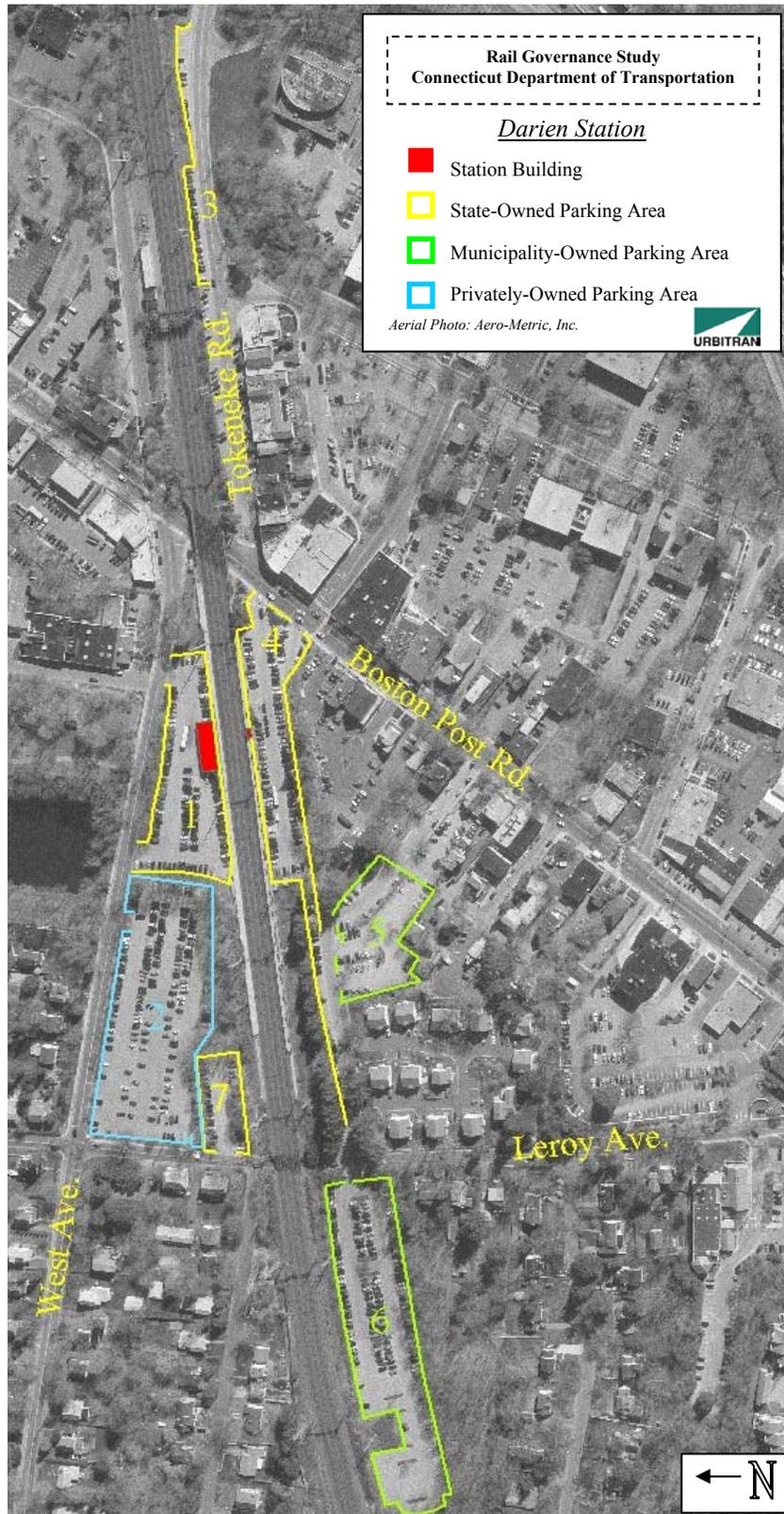
Fee Structure

Parking fees for the Darien Station include an annual permit fee of \$235 and a \$2.25 daily fee. Commuters may purchase daily permits in a book of 10 vouchers. There is a five-year waiting list with 972 people waiting for permit parking. For the 221 permit spaces available in Darien (excluding the permits sold for the Koon's Lot), Darien issues 320 permits annually, an over-sale ratio of 44.8%.

Table 15: Darien Rail Station Parking Capacity and Utilization

Location	Capacity	Vehicle Count	Utilization	Ownership
Lot 1 (North Side of Station)				state
Permit	0	0	N/A	
Daily	38	38	100.0%	
Handicap	4	4	100.0%	
Total Lot 1	42	42	100.0%	
Lot 2 (Koon's Lot on West Ave.)				private
Permit	322	287	89.1%	
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 2	322	287	89.1%	
Lot 3 (Leroy Ave./East)				state
Permit	0	0	N/A	
Daily	40	40	100.0%	
Handicap	0	0	N/A	
Total Lot 3	40	40	100.0%	
Lot 4 (South Side of Station)				state
Permit	0	0	N/A	
Daily	67	67	100.0%	
Handicap	1	1	100.0%	
Total Lot 4	68	68	100.0%	
Lot 5 (Squab Lane)				municipality
Permit	97	65	67.0%	
Daily	22	22	100.0%	
Handicap	0	0	N/A	
Total Lot 5	119	87	73.1%	
Lot 6 (Leroy Ave./West)				municipality
Permit	124	114	91.9%	
Daily	100	80	80.0%	
Handicap	0	0	N/A	
Total Lot 6	224	194	86.6%	
Lot 7 (Tokeneke)				state
Permit	0	0	N/A	
Daily	45	32	71.1%	
Handicap	0	0	N/A	
Total Lot 7	45	32	71.1%	
Permit	543	466	85.8%	state
Daily	312	279	89.4%	195
Handicap	5	5	100.0%	private
TOTAL PARKING	860	750	87.2%	322
Note: Capacity and utilization counts were done during the Darien Station ADA construction				municipality
				343

Figure 15: Darien Rail Station Parking Map



Station Condition Inspection

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

CONNECTICUT
DEPARTMENT
OF
TRANSPORTATION



CONDITION INSPECTION
FOR THE
DARIEN STATION

GENERAL RECOMMENDATION 3

**CONN. DEPT OF TRANSPORTATION
STATION INSPECTION**

INSPECTION RATING SCALE

The following rating scale is used for inspections:

- 1- Totally deteriorated, or in failed condition.
- 2- Serious deterioration, or not functioning as originally designed.
- 3- Minor deterioration, but functioning as originally designed.
- 4- New condition. No deterioration.
- 5- Not applicable.
- 6- Condition and/or existence unknown.

STATION: Darien
 LINE: New Haven Line
 INSPECTION DATE: 8/01/02
 INSPECTION AGENCY / FIRM: UA
 INSPECTORS: RGW
 WEATHER: Sunny, 80's

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 1 OF 28

(Northbound) East Platform

SPAN NO.	PLATFORM ELEMENT										CANOPY				SUPER-STRUCTURE	FOUNDATIONS		
	1 RAILING	2 RAILING PAINT	3 STAIRS	4 JOINTS	5 TOP OF PLATFORM	6 BENCHES	7 SIGN / BILLBOARD	8 WARNING STRIP	9 PLATFORM EDGE RUBBING BOARD	10 PEDESTRIAN TUNNEL	11 COLUMNS OVERALL	12 COLUMN BASE @ PLATFORM	13 ROOF FRAMING ELEMENTS	14 ROOFING MATERIAL	15 DOUBLE TEE	16 PIER	17 FOOTING	18 EROSION / SCOUR
I	4	4	4	4	4	5	5	4	5	5	5	5	5	4	4	4	4	
II	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
III	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
IV	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
V	4	4	4	4	4	5	5	4	5	5	5	5	5	4	4	4	4	
VI	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
VII	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
VIII	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
IX	4	4	4	4	4	5	5	4	5	5	5	5	5	4	4	4	4	
X	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
XI	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
XII	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
XIII	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
XIV	4	4	4	4	4	5	5	4	5	5	4	4	4	4	4	4	4	
XV	4	4	5	4	4	4	5	4	5	5	4	4	4	4	5	4	4	
XVI	4	4	5	4	4	4	5	4	5	5	4	4	4	4	5	4	4	
XVII	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XVIII	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XIX	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XX	4	4	4	4	4	5	5	4	5	5	4	4	4	4	4	4	4	
XXI	4	4	5	4	4	5	5	4	5	5	4	4	4	4	4	4	4	
XXII	4	4	4	4	4	5	5	4	5	5	4	4	4	4	4	4	4	

STATION: Darien
 LINE: New Haven Line
 INSPECTION DATE: 8/01/02
 INSPECTION AGENCY / FIRM: UA
 INSPECTORS: RGW
 WEATHER: Sunny, 80's

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 2 OF 28

(Southbound) West Platform

SPAN NO.	PLATFORM ELEMENT										CANOPY				SUPER-STRUCTURE	FOUNDATIONS		
	1 RAILING	2 RAILING PAINT	3 STAIRS	4 JOINTS	5 TOP OF PLATFORM	6 BENCHES	7 SIGN / BILLBOARD	8 WARNING STRIP	9 PLATFORM EDGE RUBBING BOARD	10 PEDESTRIAN TUNNEL	11 COLUMNS OVERALL	12 COLUMN BASE @ PLATFORM	13 ROOF FRAMING ELEMENTS	14 ROOFING MATERIAL	15 DOUBLE TEE	16 PIER	17 FOOTING	18 EROSION / SCOUR
I	4	4	4	4	4	5	5	4	5	5	5	5	5	4	4	4	4	
II	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
III	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
IV	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
V	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
VI	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
VII	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
VIII	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
IX	4	4	4	4	4	5	5	4	5	5	5	5	5	4	4	4	4	
X	4	4	5	4	4	5	5	4	5	5	5	5	5	4	4	4	4	
XI	4	4	5	4	4	4	5	4	5	5	5	5	5	4	5	4	4	
XII	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
XIII	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
XIV	4	4	5	4	4	5	5	4	5	5	5	5	5	4	5	4	4	
XV	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XVI	4	4	5	4	4	4	5	4	5	5	4	4	4	4	5	4	4	
XVII	4	4	4	4	4	5	5	4	5	5	4	4	4	4	4	4	4	
XVIII	4	4	4	4	4	5	5	4	5	5	4	4	4	4	4	4	4	
XIX	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XX	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XXI	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XXII	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XXIII	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XXIV	4	4	4	4	4	5	5	4	5	5	4	4	4	4	4	4	4	
XV	4	4	5	4	4	5	5	4	5	5	4	4	4	4	5	4	4	
XVI	4	4	4	5	4	5	5	4	5	5	4	4	4	4	4	4	4	

STATION: Darien
LINE: New Haven Line
INSPECTION DATE: 8/01/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 80's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 3 OF 28

PARKING ELEMENTS

QUADRANT # I

TYPE OF SURFACE: asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 4

CONDITION OF STRIPING: 4

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET: _____)

SIGNAGE: 4

FENCE AND GUARDRAIL: 4

LANDSCAPE: 4

SIDEWALK: 4

CURB: 4

QUADRANT # II

TYPE OF SURFACE: asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 4

CONDITION OF STRIPING: 4

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET: _____)

SIGNAGE: 4

FENCE AND GUARDRAIL: 4

LANDSCAPE: 4

SIDEWALK: 4

CURB: 4

STATION: Darien
LINE: New Haven Line
INSPECTION DATE: 8/01/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 80's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 4 OF 28

PARKING ELEMENTS

QUADRANT # III

TYPE OF SURFACE: asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 5

CURB: 3

QUADRANT # IV

TYPE OF SURFACE: asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 5

CURB : 2

STATION: Darien
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 5 OF 28

PLATFORM --- LIGHTING

Span Number	Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: See the Platform Service Section for remarks.

PLATFORM --- LIGHTING LEVELS (fc)

NORTHBOUND PLATFORM					
see remarks	see remarks	see remarks	see remarks	see remarks	see remarks
SOUTHBOUND PLATFORM					

TRACKS---{ _____ }

STATION: Darien
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 6 OF 28

PLATFORM --- SERVICE

Voltage Rating (V)	n/a	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	n/a	Underground	n/a
Rating of Main Breaker (A)	n/a	Origin of Service		Pole	n/a	Transformer	n/a
		Code Compliant		Yes	n/a	No	n/a
Quantity of Phases	n/a	Pole Number & Street	n/a	Wire Sizes	n/a		

Remarks: At the time of inspection, the building and the platforms were under construction. The building was set to open on January 14, 2002 and the majority of the platform surfaces were covered or were in the process of being covered. Due to current construction, the documentation of existing conditions is minimal.

PLATFORM --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	n/a	n/a	n/a	n/a	n/a	n/a
Main Disconnect Switch	n/a	n/a	n/a	n/a	n/a	n/a
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	n/a	n/a	n/a	n/a	n/a	n/a
Grounding	n/a	n/a	n/a	n/a	n/a	n/a
Lighting Controls	n/a	n/a	n/a	n/a	n/a	n/a
Public Telephone	n/a	n/a	n/a	n/a	n/a	n/a
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: _____

STATION: Darien

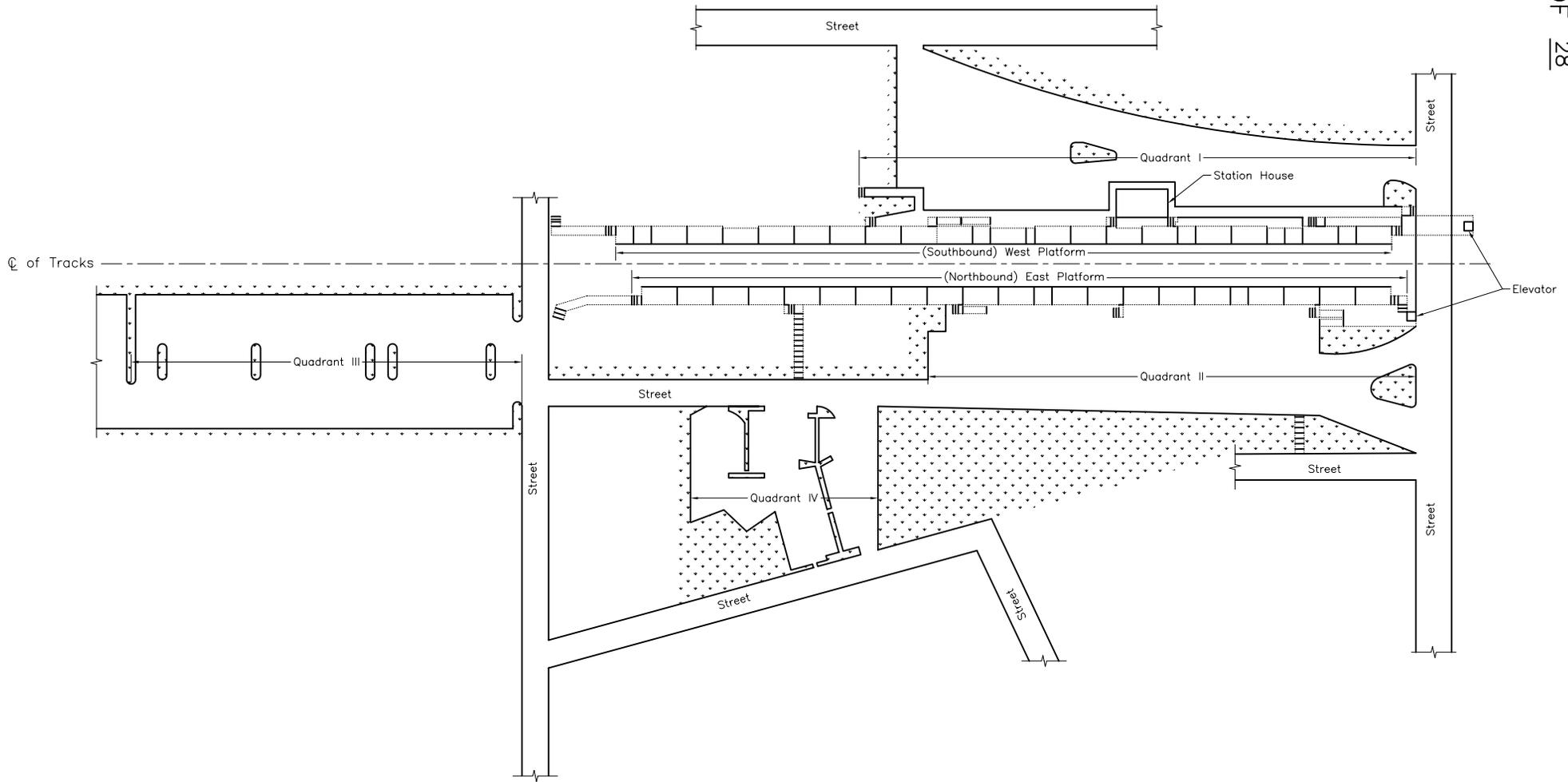
CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 7 OF 28

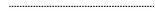
INSPECTORS: Jim Connell & Dave Lang

DATE: January 9, 2002

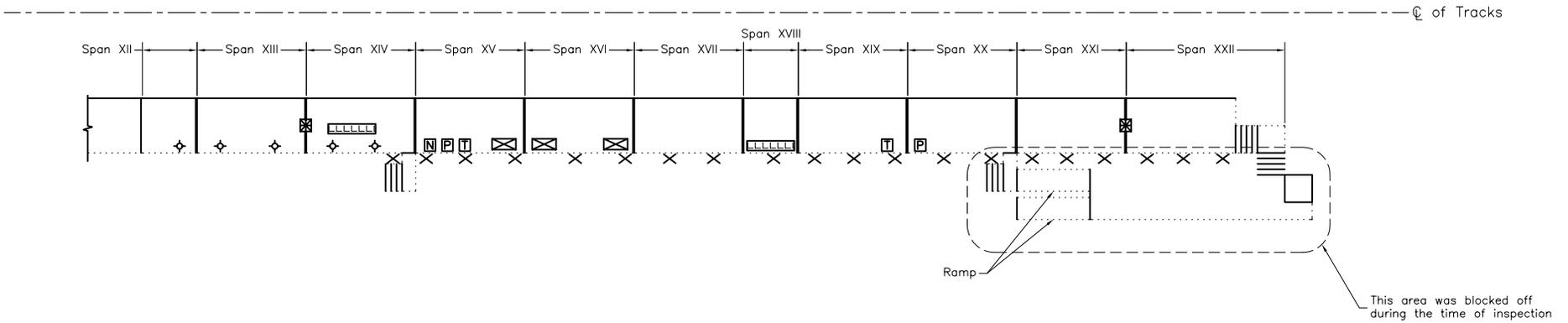
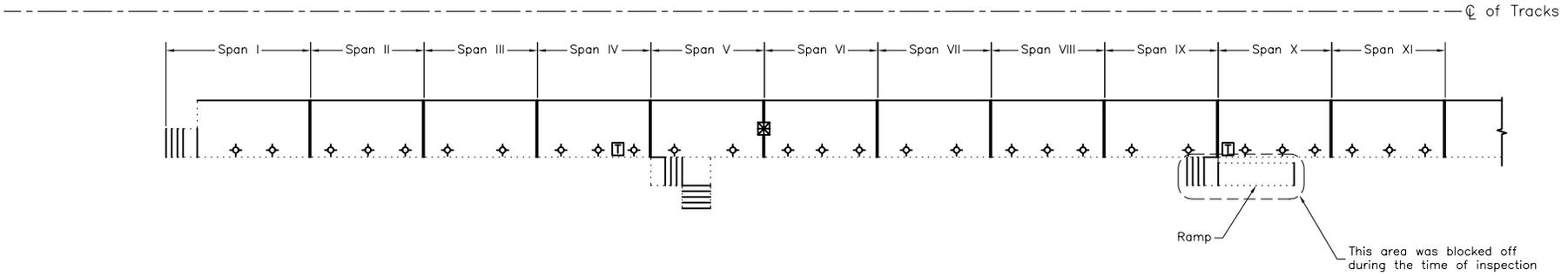
STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY

At the time of the inspection, the platforms were under construction and were scheduled to have all new electrical and lighting equipment installed. The existing electrical and lighting was inspected; however, it would not be beneficial to report on the deficiencies since all will be replaced under the current construction project.



- Legend:
-  Pedestrian Rail
 -  Grass

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Darien Station General Layout
Date: 8-01-02



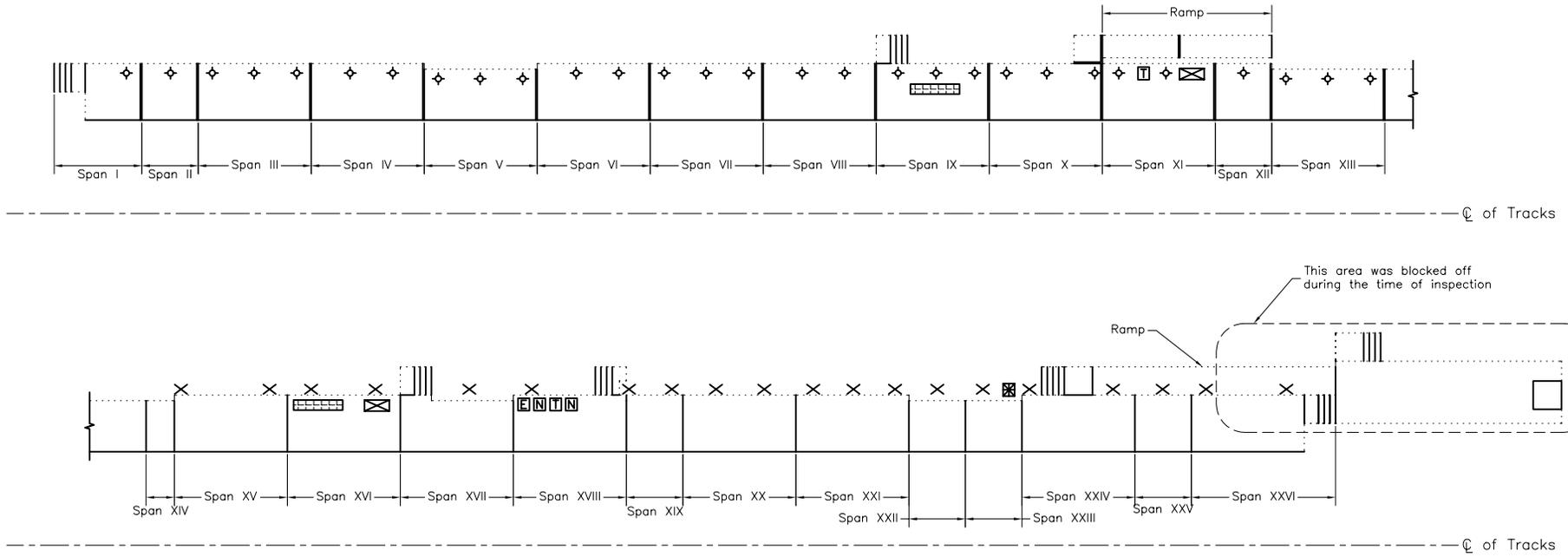
NOTES:

1. At the time of inspection the platform was going through renovations.

Legend:

- Pedestrian Rail
- ⊕ Light
- × Canopy Column
- ⊠ Bench
- ⊞ Trash Receptacle
- ⊞ Newspaper Stand
- ⊞ Telephone
- Joint
- ⊞ Train Power Line Pole
- ▭ Portable Metal Platform

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Darien Station East Platform Plan
Date: 8-01-02



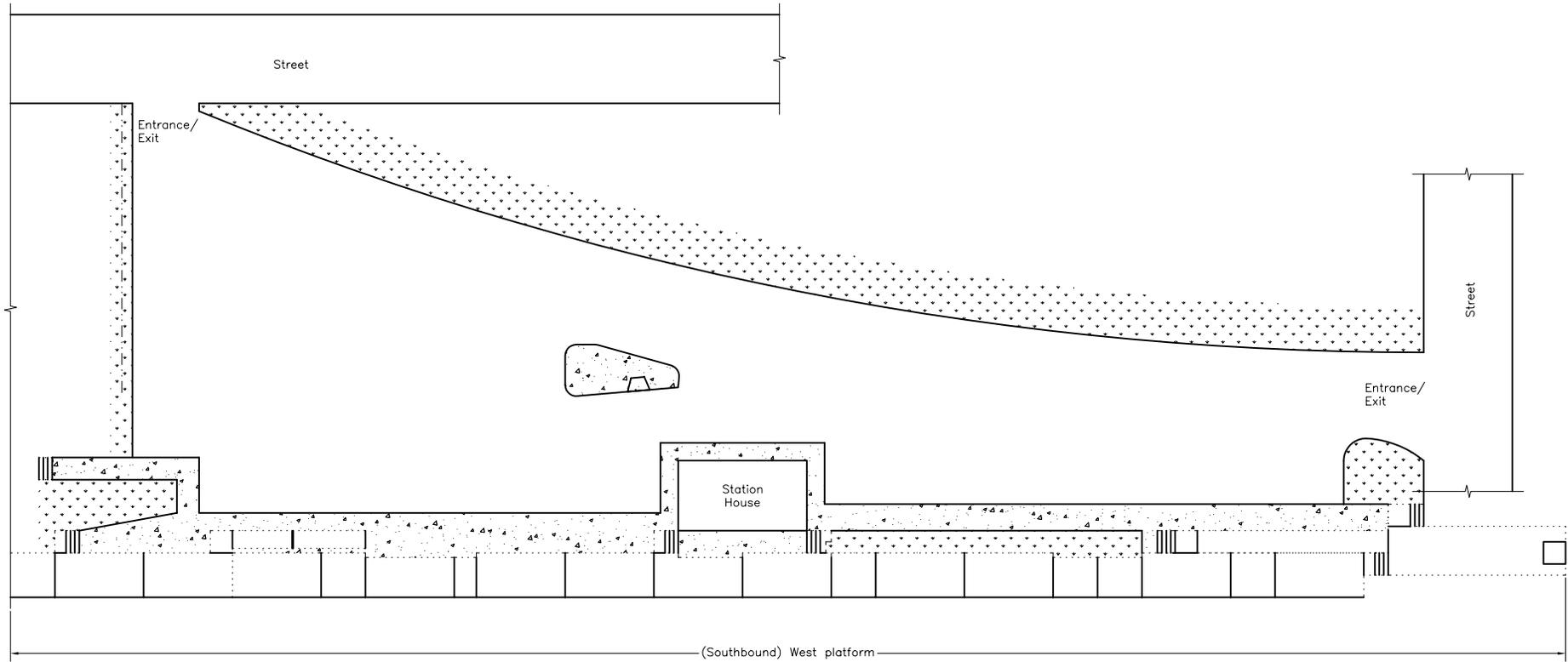
NOTES:

1. At the time of inspection the platform was going through renovations.

Legend:

- Pedestrian Rail
- ◆ Light
- × Canopy Column
- ⊠ Bench
- ☐ Trash Receptacle
- ☐ Newspaper Stand
- ☐ Telephone
- ☐ Electrical Unit
- Joint
- ⊠ Train Power Line Pole
- ▬ Portable Metal Platform

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Darien Station West Platform Plan
Date: 8-01-02



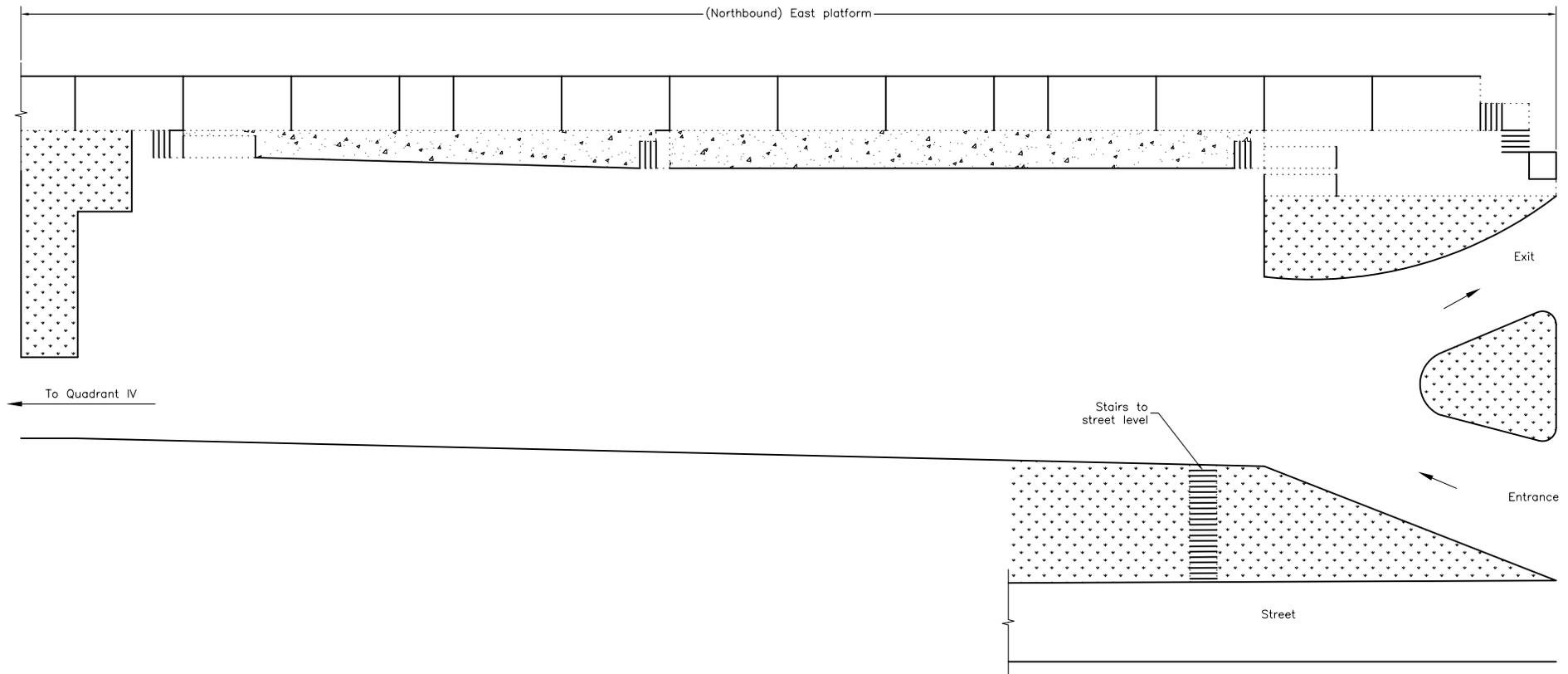
NOTES:

1. The parking area was just renovated at the time of our inspection.

Legend:

- · — · — · — · — Guardrail
- · — · — · — · — Pedestrian Rail
- ▨ Grass
- ▨ Sidewalk
- ▤ Ramp / Drop Curb

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Darien Station Quadrant I Plan
Date: 8-01-02



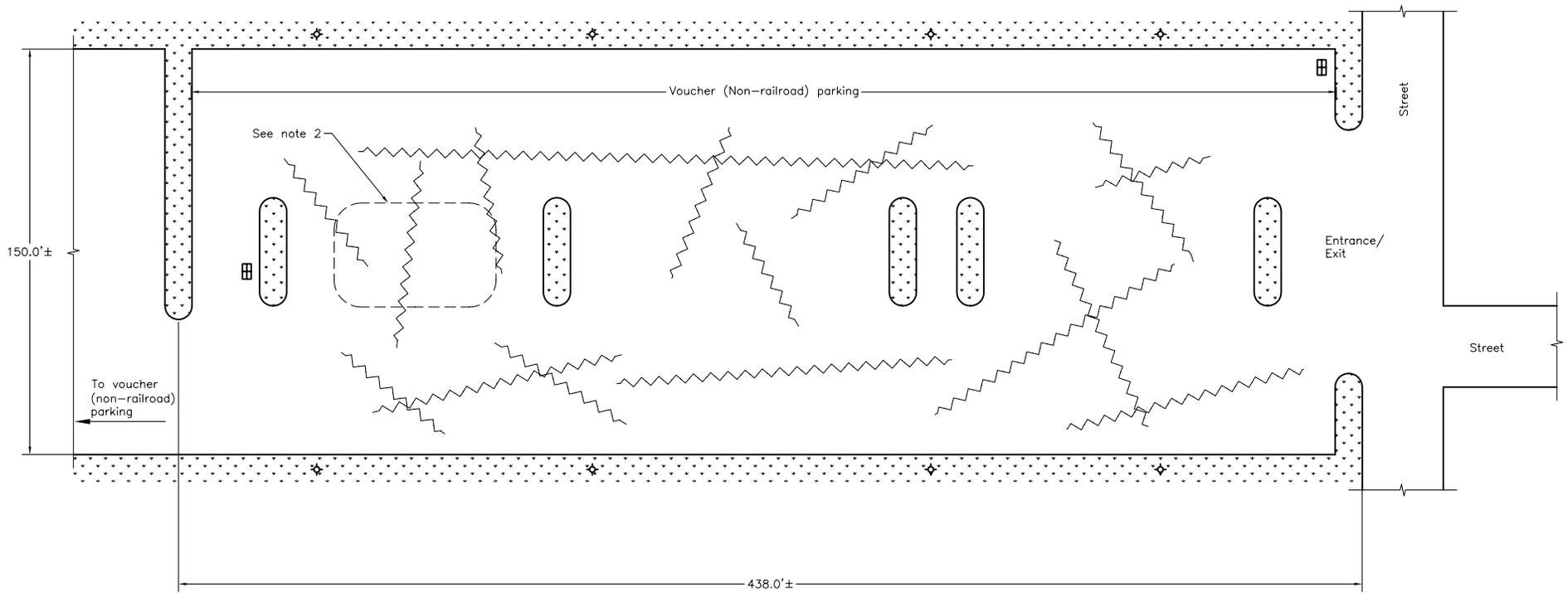
NOTES:

1. The parking area was just renovated at the time of our inspection.

Legend:

-  Pedestrian Rail
-  Grass
-  Sidewalk
-  Ramp / Drop Curb

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Darien Station Quadrant II Plan
Date: 8-01-02



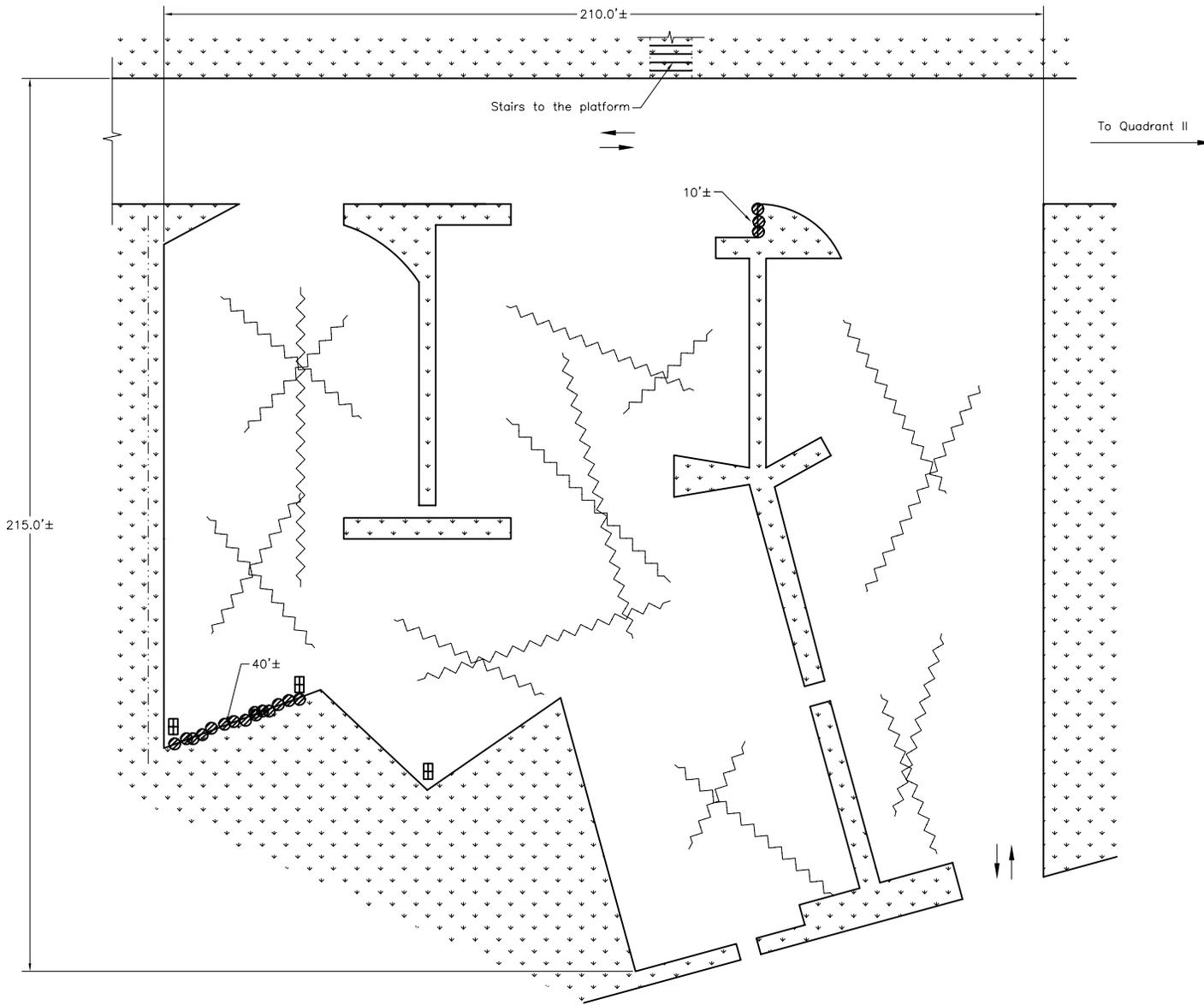
NOTES:

1. The entire surface is cracked with vegetation growth.
2. The stripping paint is faded for 50 parking spots.

Legend:

- Crack
- Grass
- Drain
- Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Darien Station Quadrant III Plan
Date: 8-01-02



Legend:

- Pedestrian Railing
- Guardrail
- ~~~~~ Crack
- [Grass symbol] Grass
- [Drain symbol] Drain
- [Damaged curb symbol] Damaged or missing curb

NOTES:

1. The entire surface is cracked with vegetation growth.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Darien Station Quadrant IV Plan
Date: 8-01-02

Darien Station

Description	Units	Quantity	Price / Unit	Total Cost
<u>Replacing asphalt pavement</u>				
-Remove asphalt	yd ³	4450.00	\$22.00	\$97,900.00
-6" asphalt top course and binder course	yd ²	12343.00	\$25.00	\$308,575.00
-7" aggregate base	yd ³	2400.00	\$20.00	\$48,000.00
Stripping	ft	2250.00	\$1.00	\$2,250.00
Remove and install curb	ft	50.00	\$100.00	\$5,000.00
Mobilization / Demobilization (10%)				\$46,172.50
Sub-total				\$507,897.50
Contingency (20%)				\$101,579.50
Grand Total				\$609,477.00
Say				\$610,000.00

Lease Narrative and Synopsis

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation
Submitted by
Urbitran Associates, Inc.

Urbitran Associates

**RAILROAD LEASE AGREEMENT
NARRATIVE**

STATION NAME: **Darien Railroad Station/Noroton Heights Railroad Station**
STATION OWNER: State of Connecticut Department of Transportation (the "State")
LESSEE: Town of Darien

This Lease Agreement, dated September 8, 1998 (the "Lease"), covers seven (7) parcels of land containing an aggregate of 17.65 acres, more or less. The purpose of the Lease is to make the most effective use of railroad property, to encourage and attract additional rail patrons, and to make rail facilities more convenient, attractive, and compatible with the public interest.

The Lease term is ten (10) years, commencing on July 1, 1998 , to and including June 30, 2008. The Town has the right to renew for one (1) additional ten (10) year period.

The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" dated June 18, 1998.¹ The Lease affects two different Metro-North stations in Darien: the Darien Railroad Station and the Noroton Railroad Station. Instead of paying all surplus funds into a reserve, the Town pays the State twenty percent (20%) of the gross revenue derived from rail parking and rail-related leases. Finally, the Lease provides that the Town retains sole responsibility for the day-to-day maintenance of the stations, including, but not limited to, general structural repairs, snow and trash removal, and security of any and all stations, platforms, railings, stairs, ramps and parking lots in regard to the leased property.

¹ Item (28) of the Standard Specifications is not applicable to this Lease and was deleted in its entirety prior to execution (It is a provision having to do with equal employment and affirmative action).

LEASE SYNOPSIS

<u>STATION NAME:</u>	Darien Railroad Station; Noroton Heights Railroad Station
Lease Document Reviewed	Lease Agreement dated 9/8/98
Station Owner	State of Connecticut Department of Transportation (the "State")
Lessee	Town of Darien
Agreement Number	12.30-04(97)
Effective Date of Lease	7/1/98
Term	10 years
Number of Renewal Periods	1 (at Lessee's option)
Renewal Period	10 years
Number of Lessee Renewals Executed in Prior Years	0
Number of Renewals Remaining	1
Expiration Date of Lease	6/30/08
Recorded?	Volume 888, Page 544
Number of Parcels	7
Total Acreage	17.65 acres
How Is Revenue Earned?	Rail parking revenue and revenue from other rail-related leases
Are Separate Funds Accounts Required?	No
Allowable Direct Costs in Calculating Surplus	Not applicable, because payment to the State is based on a percentage of gross revenue.
Allowable Indirect Costs in Calculating Surplus	Not applicable, because payment to the State is based on a percentage of gross revenue.
Is Surplus Deposited in Capital Fund?	No
Is Surplus Shared with the State?	Yes, but payments to the State are based upon a percentage of gross revenue.

How Often is Surplus Shared?	Lessee shall pay to the State twenty percent (20%) of gross revenue from rail parking and rail-related leases. The timing of the payments from Lessee to the State is not established in the Lease, but is presumed to be “annually.”
Are Certified Financial Statements Required?	Yes. See <u>Appendix I</u> .
Financial Statement Submission Period	Statement(s) of gross revenue must be submitted to the State within 90 days following (i) each year of the term of the Lease, or (ii) the termination of the Lease.
Is Annual Budget Required?	No
Is Repayment of Debt Service Required?	No
Monthly Debt Repayment Amount	n/a
Does State Pay Lessee a Fee?	No
Amount of Fee Due Lessee	n/a
<u>INSURANCE COVERAGE:</u>	
Property Damage Insurance; Bodily Injury Coverage	Lease requires Railroad Protective Liability Insurance, providing for coverage limits of: (1) not less than \$2,000,000 for all damages arising out of any one accident or occurrence, in connection with bodily injury or death and/or destruction of property; and (2) aggregate of \$6,000,000 for all injuries to persons or property during the policy period.
Other Required Coverage	n/a
Voluntary Coverage	n/a
Is Lessee Self Insured?	
Is Certificate of Coverage on File?	
Dates of Coverage	
Named Insured	State of Connecticut and Metro-North as Co-insured
State Held Harmless?	Yes

Lessee Waives Immunity	Yes
<u>MAINTENANCE:</u>	
Description of Lessee's Responsibilities	Lessee is responsible for day-to-day maintenance, including, but not limited to, general structural repairs, snow removal, trash removal and security of all stations, platforms, railings, stairs, ramps and parking lots.
Enhance Aesthetic Appearance	Lessee
Not Erecting Signs on Premises	Lessee
Surface Grade Land	Lessee
Install and Maintain Fencing	Lessee
Install Suitable Drainage	Lessee
Ice Snow Control of Sidewalks	Lessee
Install and Maintain Electrical Systems for Lights	Lessee
Sweeping and Cleaning Litter	Lessee
Station Structures	Lessee
Platform Gutters	Lessee
Fences	Lessee
Signs	Lessee
Platform Lights	Lessee
Drains	Lessee
Equipment	Lessee
Electric and Mechanical Systems	Lessee
Live Rail Facilities	Lessee
Platforms	Lessee
Railings	Lessee

Stairs	Lessee
Platform Shelters	Lessee
Platform Canopy	Lessee
Tunnels	
Parking Lots	Lessee
Waiting Room	Lessee
Ticket Office	Lessee
Baggage Room	Lessee
<u>PARKING:</u>	
No. of Spaces – State	None
Parking Fees	Where there is a charge for parking, the minimum annual parking fee per vehicle is \$100.00. The State reserves the right to review and approve any and all parking fees which exceed this minimum fee.
Nondiscrimination Clause	See <u>Appendix II</u> .
<u>COSTS OF LEASEHOLD:</u>	
Water	Lessee
Electricity	Lessee
Other Public Utilities	Lessee
Gas	
Sewer	
Owns Title to Property	State
Owns Title to Capital Improvements	State
Is Subleasing Allowed?	Not without prior written approval from State
Can Lease be Sold or Assigned?	Not without prior written approval from State

Is Security Bond Required?	No
If so, the Amount	n/a
<u>OTHER:</u>	
Is there a Lease to CT Transit?	No
Termination	The State may terminate this Lease upon one year's notice to the Town for reasons of default or if the property is needed for transportation related purposes.
Employment/Non Discriminatory Requirement	Yes
Miscellaneous	Lease is made subject to each and every specification and covenant unless specifically deleted therefrom, contained in the "Standard Railroad Lease Specifications & Covenants" (the " <u>Specifications</u> "), dated 5/1/95. However, Item (28) of the Specifications (requiring Lessee's compliance with the Connecticut Required Contract/Agreement Provisions entitled "Specific Equal Employment Opportunity Responsibilities," dated 4/6/94) is not applicable to the Lease and is deleted in its entirety.

Station Operations Review

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation

Submitted by
Chance Management

Under Contract to
Urbitran Associates, Inc.

DARIEN

Darien and Noroton Heights Stations

Parking is in high demand at the two stations located within the Town of Darien (Darien Station and Noroton Heights Station). The excess demand has encouraged the Town to consider developing additional parking: a garage on one of the sites or a remote parking system that would shuttle commuters to the stations. Both stations have higher ridership than most stations along the New Haven Line. Further, and the wait list for a permit to park at these stations is four years.

The Southwestern Regional Planning Agency (SWRPA) initiated a study of parking demand in Darien. SWRPA noted that adequate parking supply is a critical to increasing ridership on the Metro-North rail lines. The SWRPA study provided analysis that additional parking at railroad stations will assist in attracting new customers to Darien Station (as well as others) and will support current planning efforts in the area for a reduction in highway commuter traffic. Parking is therefore a critical need for commuters in Darien.

During the initial consultant site visit, the Darien Station was under construction and parking was displaced. The magnitude of parking demand was evident at this station. Commuters would walk a longer distance to the station from parking lots than at other New Haven Line stations. However, in addition to public parking, there is a considerable amount of private parking at the Darien stations. According to Town officials, Kip Coons and family own approximately forty percent of the overall parking supply at the Darien Station and provide approximately twenty percent of the parking overall for both stations. This private parking provides a much needed service for the commuters at this station, and appears to complement rather than compete with the public parking, since the service is in such high demand in the area.

Agreements

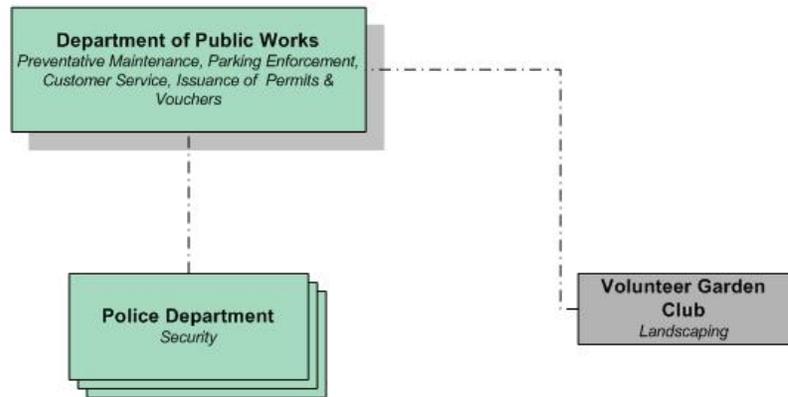
The State has a lease with the Town of Darien for a total of approximately 17.65 acres of land at the two stations, Darien Station and Noroton Heights Station, both located within the Town limits. The lease is similar to the Standard Railroad Lease Specifications with the exception that in lieu of paying surpluses into a reserve fund, the Town pays the state twenty percent of gross revenue derived from parking and leases. This agreement was described by the Town's Department of Public Works employee, Bob Steger.

Willow Enterprises Concessionaire has a lease with Darien for \$1,510 a month. Willow Enterprises also cleans bathrooms at the station. An official contract was not available.

Organizational Structure

Noroton Heights and Darien Stations are completely operated from the Darien Department of Public Works (DPW) without significant involvement in day-to-day operations from other departments. The Police Department, however, does include the lots on its patrolling routes, but does not report to DPW about these activities.

Darien and Noroton Heights Stations



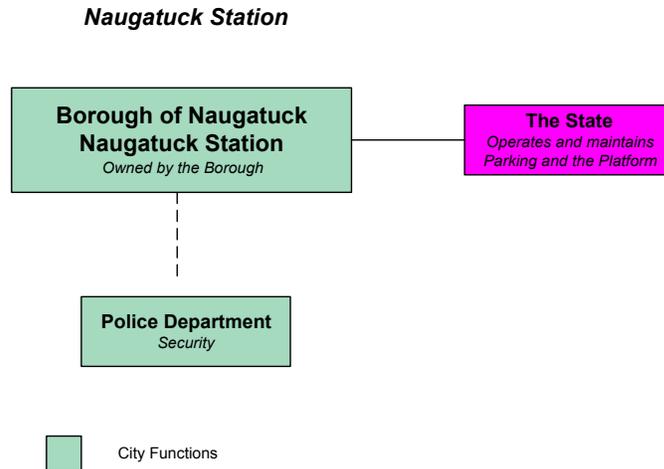
-  City Functions
-  Other Organizations

Operating Procedures

It should be noted that virtually all of the operating procedures for the public lots are carried out by the Town's Department of Public Works. Interestingly, the DPW operates the permit and voucher system in Darien. As the town has high ridership statistics at both stations, there is a four-year waiting list for permit parking. Voucher systems for both lots are available in books of ten or on an as-needed basis. Vouchers can be purchased at a number of vendors in the area. This seems to be a reasonable alternative to the four year waiting list for permits, although parking is limited.

Organizational Structure

There is no organization chart available for the operations of the Naugatuck Station. The organization chart below was created by information gathered from City employees. The City owns the station and the City Police Department provides security. The State operates and maintains the parking and the platforms.



Operating Procedures

The State maintains the platform and parking area through a contract with Metro-North. The platform and parking are governed by the State. There is no involvement by the City Officials or any City Departments with the maintenance or governance of the station or parking lot. However, the Naugatuck Police Department includes the railroad parking area in its security routes, but no charges are billed to the State for this activity.

Procedure	Responsible Party
Opening and Closing of Station	N/A
Housekeeping Inside Station	N/A
Housekeeping Outside Station	N/A
Daily Maintenance	State
Preventative Maintenance	State
Landscaping	N/A
Security	Police Department, City of Naugatuck
Customer Service	N/A
Tenant Performance	N/A
Parking Enforcement	N/A
Parking Fees and Permits	N/A
Parking Operation Maintenance	State

As mentioned, the Police Department includes the lots in its patrolling routes and provides security for the areas. A non-profit garden club provides landscaping for the lots at no charge.

Procedure	Responsible Party
Opening and Closing of Station	Police Department
Housekeeping Inside Station	Willow Enterprises Concessionaire cleans bathrooms
Housekeeping Outside Station	DPW
Daily Maintenance	DPW
Preventative Maintenance	DPW
Landscaping	Private volunteer group
Security	Police Department
Customer Service	DPW receptionist
Tenant Performance	N/A
Parking Enforcement	DPW
Parking Fees and Permits	DPW
Parking Operation Maintenance	DPW

Station Financial Review

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation

Submitted by
Seward and Monde

Under Contract to
Urbitran Associates, Inc.

DARIEN & NOROTON HEIGHTS FINANCES

ACCOUNTING ENTITY / BASIS

The lease does not require the determination of a net profit, rather it requires that the Town pay the State a percentage of gross revenues. There is no accounting entity or fund set up. The Town compiles its reports to the State on a cash (collection) basis from its underlying records.

FINANCIAL REPORTING TO STATE

The Town submits an unaudited report to the State that presents a compilation of gross revenues and a calculation of the State's share. A separate detailed report is not submitted. Costs are not required to be accounted for by the terms of the lease but the lease does provide that the Town retain sole responsibility for the day-to-day maintenance of the station and parking lots. Financial measurements such as unit values for revenues or costs per space, etc. and units further broken down for each lot, is not required by the lease and not included with the financial information.

REVENUES

The major source of revenue is from daily meter and permit parking fees. There is also rental income from lease agreements with various vendors at both the Darien and Noroton Heights stations. Parking violations are also included in the revenue shared by the State. The financial information presented herein shows the amount retained by the Town as a reduction of revenue and classified as "Other". The net revenues are paid to the State.

Accounting System –For its daily parking collection and accounting method, the Town switched in 1999 from a mechanical meter system to the issuance and use of daily parking vouchers. Annual permits are accounted for and collected using an application, mail-in-payment, and data base system.

EXPENSES

The lease requires the Town to be responsible for day-to-day maintenance, general structural repairs, snow removal, trash removal and security at all stations, platforms, railings stairs, ramps and parking lots. However, the Town is not required to report or account for the aforementioned railroad station or parking operating expenses.

Metro-North and ConnDOT – The State also incurs station expenses through its service agreement with Metro-North / Metropolitan Transit Authority. These expenses are

accounted for by Metro-North and included in the charge to the State. The expenses generally relate to maintaining the platform at each station.

The finances of the local government however do not include the station expenses paid by the State to Metro-North under the separate service agreement. These expenses include various maintenance responsibilities related to the stations and especially the platform area. Metro-North performs cyclical maintenance and on-call repairs and maintenance as needed. Metro-North also is responsible to maintain any ticketing area on railroad property. Such costs have been identified and included in the financial presentation.

The Metro-North service agreement also provides that the State pay for the allocated cost of station maintenance forces. These allocated indirect costs have not been included in the financial presentation.

The local government is not in direct control of the services rendered by Metro-North. These services are controlled by the service agreement. The service agreement is outside of the State lease agreement with the local government

ConnDOT also incurs expense for its administrative oversight of the operating leases and the physical properties. These expenses were not compiled or presented in the financial presentation.

PROFITABILITY / ACCUMULATED SURPLUS

The structure of this lease places any profit (or surplus accumulation) motive in the hands of the Town. Deficit's if any, are absorbed by the Town and imbedded in the Town's finances. The lease is also structured so that the financial oversight by the State of the Town's general maintenance efforts is not possible because such information is not reported to the State. Maintenance oversight is limited to applying operation techniques.

Surplus is not required to be determined or set aside and accumulated for reinvestment into the railroad property under the terms of the lease.

CAPITAL PROJECTS

The parking lot and westbound station/platform at Darien were recently renovated by ConnDOT.

FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY

A parking inventory and utilization report is presented separately as Task 2 in this study. Only gross revenues from the State-owned lots are reported by the Town as "railroad property" subject to the percentage payment to the State. The financial presentation herein does not cover all parking spaces inventoried. The parking inventory specifically includes seven lots at Darien and three lots Noroton Heights. All three lots at Noroton Heights are State-owned. Four of the Darien lots are State-owned, two lots are owned by the Town, and one lot is privately owned.

DARIEN & NOROTON HEIGHTS RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
<u>REVENUES</u>	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
PARKING	\$ 345,444	\$ -	\$ 345,444	922.5%	\$ 344,657	\$ -	\$ 344,657	930.3%
RENTS	19,789	-	19,789	52.8%	20,837	-	20,837	56.2%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	A (327,785)	-	(327,785)	-875.3%	A (328,446)	-	(328,446)	-886.5%
	<u>\$ 37,448</u>	<u>\$ -</u>	<u>\$ 37,448</u>	<u>100.0%</u>	<u>\$ 37,048</u>	<u>\$ -</u>	<u>\$ 37,048</u>	<u>100.0%</u>
 <u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 52,526	\$ 52,526	55.9%	\$ -	\$ 36,479	\$ 36,479	37.4%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	35,741	35,741	38.0%	-	58,201	58,201	59.6%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	-	5,675	5,675	6.0%	-	2,960	2,960	3.0%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ 93,943</u>	<u>\$ 93,943</u>	<u>100.0%</u>	<u>\$ -</u>	<u>\$ 97,640</u>	<u>\$ 97,640</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	 <u>\$ 37,448</u>	 <u>\$ (93,943)</u>	 <u>\$ (56,495)</u>		 <u>\$ 37,048</u>	 <u>\$ (97,640)</u>	 <u>\$ (60,592)</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>No Fund Required</u>				<u>No Fund Required</u>			
 <u>STATE'S AVAILABLE SHARE</u>	 <u>\$ 37,448</u>				 <u>\$ 37,048</u>			

DARIEN & NOROTON HEIGHTS RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
<u>REVENUES</u>	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
PARKING	\$ 351,997	\$ -	\$ 351,997	927.3%	\$ 386,868	\$ -	\$ 386,868	474.7%
RENTS	22,116	-	22,116	58.3%	20,597	-	20,597	25.3%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	A (336,152)	-	(336,152)	-885.5%	A (325,972)	-	(325,972)	-400.0%
	<u>\$ 37,961</u>	<u>\$ -</u>	<u>\$ 37,961</u>	<u>100.0%</u>	<u>\$ 81,493</u>	<u>\$ -</u>	<u>\$ 81,493</u>	<u>100.0%</u>
 <u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 53,778	\$ 53,778	30.2%	\$ -	\$ 32,662	\$ 32,662	86.3%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	119,758	119,758	67.2%	-	2,000	2,000	5.3%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	-	4,777	4,777	2.7%	-	3,164	3,164	8.4%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ 178,313</u>	<u>\$ 178,313</u>	<u>100.0%</u>	<u>\$ -</u>	<u>\$ 37,826</u>	<u>\$ 37,826</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	 <u>\$ 37,961</u>	 <u>\$ (178,313)</u>	 <u>\$ (140,352)</u>		 <u>\$ 81,493</u>	 <u>\$ (37,826)</u>	 <u>\$ 43,667</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>No Fund Required</u>				<u>No Fund Required</u>			
 <u>STATE'S AVAILABLE SHARE</u>	 <u>\$ 37,961</u>				 <u>\$ 81,493</u>			

DARIEN & NOROTON HEIGHTS RAILROAD STATION AND PARKING OPERATIONS

<u>REVENUES</u>	YEAR 2000			
	<u>OPERATING AGREEMENTS</u>			
	<u>LOCAL GOVT</u>	<u>METRO-NORTH</u>	<u>TOTAL</u>	<u>%</u>
PARKING	\$ 473,775	\$ -	\$ 473,775	479.4%
RENTS	20,373	-	20,373	20.6%
INVESTED FUNDS	-	-	-	0.0%
OTHER	A (395,318)	-	(395,318)	-400.0%
	<u>\$ 98,830</u>	<u>\$ -</u>	<u>\$ 98,830</u>	<u>100.0%</u>

NOTES....

A = Credit reflects revenue retained by Town under Lease which stipulates that the State be paid a percentage of gross revenues ... Net revenues equal State payment

STATION, PLATFORMS AND PARKING EXPENSES

REPAIRS AND MAINTENANCE	\$ -	\$ 71,262	\$ 71,262	78.4%
UTILITIES	-	-	-	0.0%
RENT	-	-	-	0.0%
SECURITY	-	-	-	0.0%
INSURANCE AND CLAIMS	-	7,500	7,500	8.2%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	-	12,157	12,157	13.4%
CONNECTICUT SALES TAX	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ 90,919</u>	<u>\$ 90,919</u>	<u>100.0%</u>

NET PROFIT (LOSS)

\$ 98,830 \$ (90,919) \$ 7,910

LOCAL GOVERNMENT'S RAILROAD FUND

ACCUMULATED SURPLUS (DEFICIT)	\$ -
LESS - LOCAL GOVERNMENT'S SHARE	-
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>No Fund Required</u>
<u>STATE'S AVAILABLE SHARE</u>	<u>\$ 98,830</u>

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Bridge and Civil Engineering
Architecture
Parking Services
Construction Inspection
Environmental Services
Transit Services
Structural Engineering

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